

2 April 1957

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Suggestion No. 817

Date of Suggestion: 30 March 1954

25X1A

Office of Communications, Plans and Policy
Staff GS-6

A. Summary of the Suggestion:

Suggester proposed the development of two types of dispatch sets - -

- a. A preassembled carbon interleaved snap-out set composed of an original on a better grade lighter weight bond and about seven manifold copies.
- b. A preassembled set containing a hectograph master for reproducing more copies than can be made economically by a typewriter.

B. Evaluation of the Concerned Office:

See attached evaluation from Chief, Records Management Staff dated 14 March 1957.

C. Recommendation of the Executive Secretary:

Approval. Award of \$50 based on tangible savings of \$950.88 as recommended by the Records Management Staff in the attached evaluation.

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Suggestion No. 817
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SUBJECT: Employee Suggestion No. 817: Assembly of Dispatch Forms into Sets.

1. This suggestion proposed the development of two types of dispatch sets:
 - a. A preassembled carbon interleaved snap-out set composed of an original on a better grade lighter weight bond and about seven manifold copies.
 - b. A preassembled set containing a hectograph master for reproducing more copies than can be made economically by a typewriter.
2. These two types of dispatch assemblies were considered during a study of the dispatch procedures by this Staff in the Fall of 1955. On the basis of this study it was decided to test the two assemblies in two DD/P Area Divisions and in three Offices in the DD/S Area. A contract to procure these forms was awarded in February of this year.
3. This staff feels that the suggester's major contribution to improving dispatch forms was her recommendation for a preassembled set containing a hectograph master. We do not believe that she is entitled to credit for developing the preassembled eight part carbon interleaved dispatch set for the following reasons:
 - a. A set similar to that recommended by the suggester was considered upon the merger of OSO and OPC and again in January 1954 (~~SECRET~~).
 - b. The use of a preassembled set was recommended by the Office of Comptroller Area Records Officer in December 1953 (~~SECRET~~).
 - c. The Chief, Office of Communications Registry, recommended the use of a carbon interleaved dispatch set on 26 March 1954 (~~SECRET~~), and solicited comments from divisions on 31 March 1954 (~~SECRET~~).
 - d. All of the above recommendations predated the suggester's idea for a preassembled carbon interleaved set.

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4. We therefore recommend that the suggester be granted an award solely on her contribution to the development of a hectograph master dispatch set. We estimate that about 10% of the approximately 400,000 dispatches typed annually will be prepared on hectograph masters. The use of about 40,000 hectograph dispatch master sets a year should produce the following improvements:
 - a. Eliminate typing the headings on 40,000 masters. (30 seconds per master, or 333 man hours per year at a GS-4 level, third step, valued at \$572.76.)
 - b. Eliminate assembling three sheets each of carbon and manifold paper (20 seconds per set, or 221 man hours per year valued at \$378.12)
 - c. Promote uniformity in the preparation of dispatches on hectograph masters.
5. An award of \$50 is therefore recommended, based only on the tangible savings estimated in 4a and b above. No additional amount for intangible benefits is recommended. However, should the Suggestion Awards Committee prefer to grant an award on intangible benefits, we recommend that the amount be between \$25 and \$50 based on slight intangible benefits applicable on a local basis (26-1,000 employees).

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